Demo Program

KeyChamp

User's Guide

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Cincinnati, Ohio

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1 2 3 4 5 6 7 8 9 XX 06 05 04 03 02 01 00 99 98
Printed in the United States of America

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Your Official Guide to the *KeyChamp* Demonstration Program

Overview

Thank you for taking time to review this demonstration version of *KeyChamp!* You are about to begin a program that may change the way you help your students build their keyboarding skill. *KeyChamp* is the first software of its kind to improve keyboarding skill by focusing on speed, rather than accuracy.

Keychamp improves your students' keyboarding skill by measuring the speeds of their individual keystrokes (digraphs) and then prescribing practice to improve the speed of the digraphs that are troublesome for the individual student.

KeyChamp uses a three-step process to deliver the results you want from your students:

1. Analyze each two-letter combination (digraph) keyed in your student's typing to find the slowest.
2. Prescribe customized drills to address your student's slower digraphs.
3. Measure skill progress with a straight-copy timed writing.

By pinpointing students' slower digraphs, this program will help your students increase their typing speed in the shortest possible time.

If you are interested in more information on the theory and research behind *KeyChamp,* please see the preface in the *KeyChamp* textbook.

KeyChamp Textbook

The *KeyChamp* textbook is a perfect companion to the software. For example, you can have your students key the analysis timed writings from the screen or you can have them key from the textbook. Using the Open Screen word processor built into the software, students can key the digraph drills from the textbook. Together, the software and the textbook provide a cohesive learning system.

Altered Funtions

Please keep in mind that this is a demo version and that certain functions have been altered for demonstration purposes. For example:

1. Only the first five of the 125 sessions in *KeyChamp* are available: four Skillbuilding Sessions and one Assessment Session.

2. In Session five, the supplemental writings (timed writings from either *Century 21 Keyboarding* or *College Keyboarding*) are not available.
3. All printing and saving functions (for the program and for the Open Screen) are disabled.
4. The Save and Open options are disabled in the Open Screen.
5. Only the Class Information and Student Information options are available in Teacher Utilities.

Minimum System Requirements

The following minimum system requirements are necessary to run the *KeyChamp* software.

Windows

386DX/33 Mhz processor
4 MB of RAM required, 8 MB recommended
High density 3.5" floppy drive; 40 MB hard drive with 10 MB free
640 x 480 graphics with 256 colors (super VGA)
101-key keyboard or equivalent; mouse
Sound card optional
Windows 3.1, Windows 95 or 98
Installs on Novell 3.11 or higher network

Macintosh

Macintosh with 25 Mhz 68030 processor (LCII or better)
4 MB of RAM required, 8 MB recommended (2.5 MB free memory)
High density 3.5" floppy drive; 80 MB hard drive with 10 MB free
640 x 480 graphics with 256 colors
Apple keyboard II (or equivalent), mouse
System 7.0 or higher
Installs on AppleShare 2.0 network or higher

Installation Procedure

Now, let's take a look at that demo…
To install *KeyChamp* on your hard drive, follow the instructions below.

Windows

1. Insert the *KeyChamp* program disk into Drive A: (floppy disk drive).
2. Using Windows 3.1, choose *Run* from the **File** menu in the Program Manager. With Windows 95, click the **Start** menu and choose *Run*.
3. Key **a:\setup.**

4. Follow the instructions that appear on the screen to complete the installation process.

Macintosh

1. Insert the *KeyChamp* disk into a floppy disk drive.
2. Open the disk window, if necessary.
3. Double-click the installation icon to start the program.
4. Follow the instructions that appear on the screen to complete the installation process.

KeyChamp is compatible with Novell, Windows NT, and AppleShare networks.

Getting Started

Once you've completed the installation, feel free to explore the functions on your own, or follow along using this guide.

Login

For demonstration purposes, it is best that you log in as a Guest. As a guest you will have full program functionality. If you prefer, you may instead log in as a new user.

Main Screen

KeyChamp is made up of 125 sessions—100 Skillbuilding Sessions and 25 Assessment Sessions. Enter a session by clicking on **Enter Session.** (See Figure 1.1)

Figure 1.1

For more information on all of the following areas of *KeyChamp*, see the Introduction in the textbook, beginning on page vi, or access the on-line Help.

Skillbuilding Sessions

Conditioning Practice

The Conditioning Practice is designed as a warm-up and to introduce the student to the digraphs emphasized in the session. (See Figure 1.2) Key each drill line three times, once emphasizing accuracy, again emphasizing speed, and finally emphasizing control.

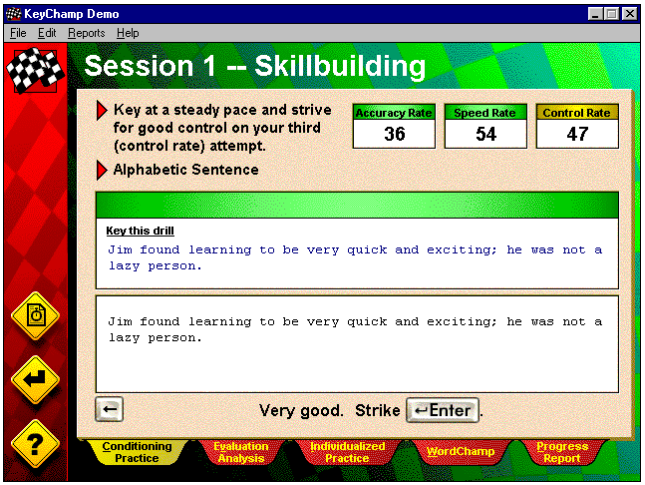

KeyChamp Demo
File Edit Reports Help
Session 1 -- Skillbuilding
Key at a steady pace and strive for good control on your third (control rate) attempt.
Accuracy Rate
36
Speed Rate
54
Control Rate
47
Alphabetic Sentence
Key this drill
Jim found learning to be very quick and exciting; he was not a lazy person.
Jim found learning to be very quick and exciting; he was not a lazy person.
Very good. Strike ↵Enter.
Conditioning Practice
Evaluation Analysis
Individualized Practice
WordChamp
Progress Report

Figure 1.2

Evaluation Analysis

The Evaluation Analysis section has a timed writing containing all the digraphs introduced in the Conditioning Practice. (See Figure 1.3) After the student keys the timed writing, *KeyChamp* will measure the speed of all digraphs keyed within the writing. When you initially access this screen, pay attention to the black screen containing the terms necessary to understanding this section. If you do not see the black screen, try entering sessions 1, 2, or 3. The terms are also available by clicking on the **Help** button.

Print Button

After you complete a timed writing and see your digraph range and norm, click on the **Print** button to view your report. In this report you will see your ten slowest digraphs (including your digraph norm), your slowest special reaches, and the speeds of your session emphasis digraphs.

Figure 1.3

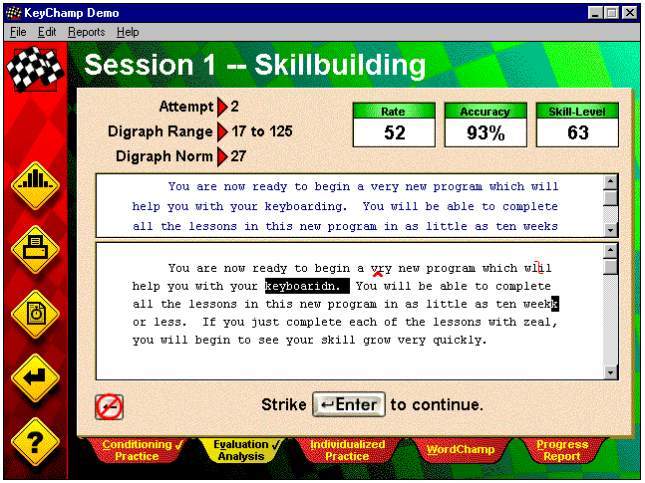

KeyChamp Demo
File Edit Reports Help
Session 1 -- Skillbuilding
Attempt 2
Digraph Range 17 to 125
Digraph Norm 27
Rate
52
Accuracy
93%
Skill-Level
63
You are now ready to begin a very new program which will help you with your keyboarding. You will be able to complete all the lessons in this new program in as little as ten weeks
You are now ready to begin a vry new program which wlil help you with your keyboaridn. You will be able to complete all the lessons in this new program in as little as ten weekk or less. If you just complete each of the lessons with zeal, you will begin to see your skill grow very quickly.
Strike ↵Enter to continue.
Conditioning ✓ Practice
Evaluation ✓ Analysis
Individualized Practice
WordChamp
Progress Report

Chart Button

After completing your final timed writing for the session, be sure to click on the **Chart** button. The chart shows a graphical representation of how you performed in all of the timed writings you keyed within the session. You will also see the three digraphs that you will be practicing in the Individualized Practice section. For more information on the chart, as well as examples of ideal and problematic charts, click on the **Help** button.

Individualized Practice

Once the program finds the digraphs below your digraph norm, you are ready to begin working to increase your speed. (If you did not key any digraphs below your digraph norm, the program will assign practice for your three fastest digraphs to increase your digraph range.) Key each of the drill lines twice. The first time you key the drill line, you will establish your goal rate—two GWAM faster than the rate you keyed. The pacer window will make sure that you key at a rate close to your goal speed. (See Figure 1.4) You have the option to disable the pacer window using Instructor Utilities, if you like.

WordChamp

WordChamp is designed to give your students a break from keying. (See Figure 1.5) Pay attention to the rules when you first enter the game, then try to find as many words as you can in the time allowed. As an instructor, you may change the amount of time a student plays the game, require that the student complete the session before playing the game, or disable the game.

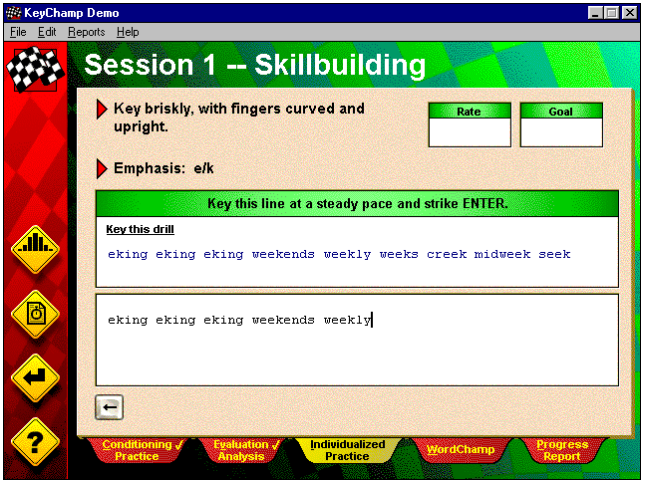


Figure 1.4

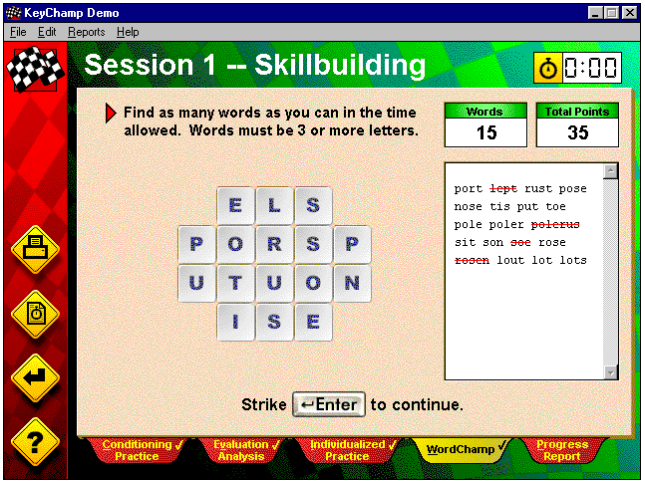
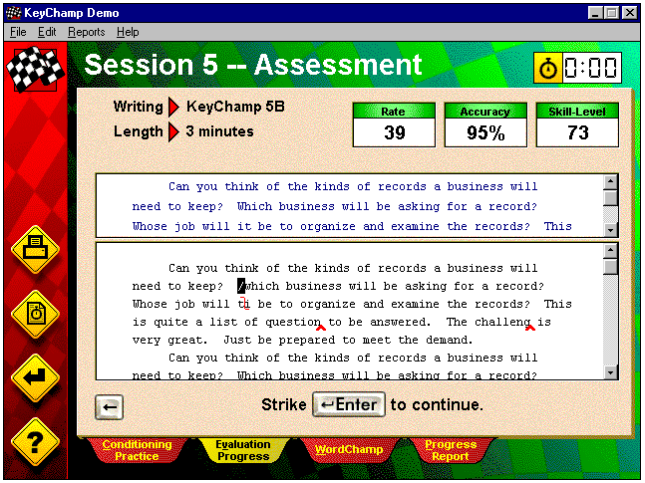


Figure 1.5

Asessment Sessions

Evaluation Progress

Every fifth session in *KeyChamp* is an Assessment Session. (See Figure 2.1) By clicking on the Evaluation Progress tab in these sessions you will be presented with two timed writings that must be keyed. Use these timed writings to see what kind of progress your students are making. (Using the full version of the *KeyChamp* program, instructors can allow the student to choose from either the KeyChamp timed writings or timed writings from the Century 21 Keyboarding or College Keyboarding textbooks.)


KeyChamp Demo
File Edit Reports Help
Session 5 -- Assessment
0:00
Writing KeyChamp 5B
Length 3 minutes
Rate
39
Accuracy
95%
Skill-Level
73
Can you think of the kinds of records a business will need to keep? Which business will be asking for a record? Whose job will it be to organize and examine the records? This
Can you think of the kinds of records a business will need to keep? Which business will be asking for a record? Whose job will it be to organize and examine the records? This is quite a list of question to be answered. The challeng is very great. Just be prepared to meet the demand.
Can you think of the kinds of records a business will need to keep? Which business will be asking for a record?
Strike ↵Enter to continue.
Conditioning Practice
Evaluation Progress
WordChamp
Progress Report

Digraph Practice

From the Main Screen, click on the button under the Quit button. From here, your students can select practice for the digraphs of their choice.

Open Screen

Clicking on the Open Screen button launches a word processor that includes formatting options as well as a built-in timer for timed writings.

Reports

A number of reports are available to the student by clicking **Reports** from the menu bar. Have students print these reports to keep track of their progress. (Reports are also available to the instructor in Instructor Utilities.)

Instructor Utilities

Access Instructor Utilities by simultaneously holding down the alt key and clicking the **Open** button at the initial log-in screen. The password for Instructor Utilities is "kychmp".

Technical Support Hotline

If you are experiencing any difficulty using this demonstration version of *KeyChamp*, a Technical Support Hotline is available to you at 1-800-543-0453, 9:30 a.m. to 4:30 p.m. EST. If a problem occurs, please check all hardware to make sure it is working properly. If the hardware is working properly and the problem appears to be software-related, call the number given.

Please have the following information available:

- The floppy disk containing the program
- A description of the problem
- Computer type, model, memory configuration, and video/audio setup
- Error messages (if any)

Ordering Information

So, what did you think? Are you ready to order? Or do you have further questions?

Secondary Schools

For more information, contact Customer Support at 1-800-824-5179. If you are ready to place an order for *KeyChamp* call Customer Service at 1-800-354-9706, 8 a.m. to 6 p.m. EST using the following ISBN(s):

Network Site License & User's Guide (Windows)	0-538-66063-5
Network Site License & User's Guide (Macintosh)	0-538-66064-3
Textbook (no Program Disk)	0-538-63293-3

Postsecondary Schools

For more information, contact the Academic Resource Center at 1-800-477-3692. If you are ready to place an order for *KeyChamp,* contact your bookstore or call Customer Service at 1-800-354-9706, 8 a.m. to 6 p.m. EST using the following ISBN(s):

Student Text with Program Disk (Windows)	0-538-72072-7
User's Manual	0-538-72073-5

If you have further questions regarding *KeyChamp*, contact your ITP representative, call 1-800-824-5179, or visit our web site at http://www.swep.com/bused.